CITY OF HOUSTON



Job Posting

ALL PERSONS INTERESTED 1 Applications accepted from: 2 Job Classification Financial Analyst II PN #113303 3 **Posting Number** 4 **Department Municipal Courts Administration** 5 **Division Public Services** 6 Section **Revenue Accounting Reporting Location** 1400 Lubbock 7 8 Workdays & Hours All Shifts, days, and holidays* Subject to change

9 DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS

Responsible for closely monitoring and reconciling the collections of courts fines and fees. Preparation of Journal Vouchers as needed. Prepare daily, weekly, monthly and annual revenue reports. Prepare financial and forecasts reports. Compile and interpret statistical data analyzing and assessing department operations. Assist the division with special projects as requested. Maintain highest professional level of customer service by utilizing efficient problem solving techniques to address inquires.

10 WORKING CONDITIONS

General office settings. May require traveling between departmental locations for meetings and related assignments.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of professional experience in finance, economics, budget analysis or a closely related field are required.

A Masters degree in Business Administration, Accounting, or a closely related field may be substituted for two years of the required experience.

13 MINIMUM LICENSE REQUIREMENTS

None

14 PREFERENCES

Strong analytical skills with experience in Accounting, Reporting and Forecast. Highly proficient with Windows and Microsoft products (Excel, Word, PowerPoint, etc.) and SAP

15 SELECTION/SKILLS TESTS REQUIRED

None. However, the department may administer and the applicant must successfully complete a computer skills assessment

16 | SAFETY IMPACT POSITION [] Yes [X] No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 18

\$1,042 - \$1,919 Biweekly \$27,092 - \$49,894 Annually

18 OPENING DATE September 20, 2006

19 <u>CLOSING DATE</u> OPEN UNTIL FILLED

20 APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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